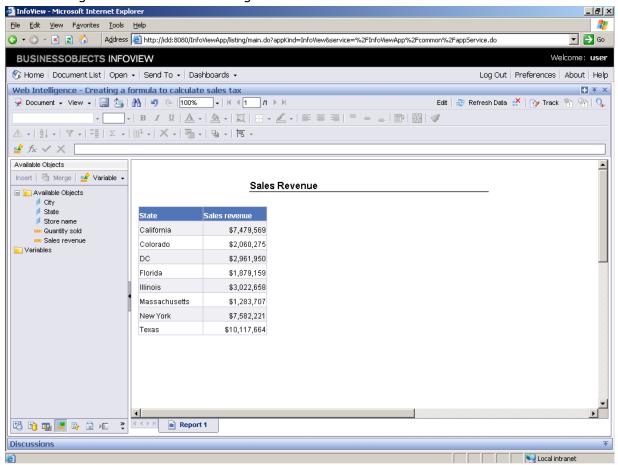


Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Interactive Viewing



2. Press [Enter] to continue.

In this example, you want to find the tax calculated on sales revenue.

To do this, you will create a new column to display Sales tax.

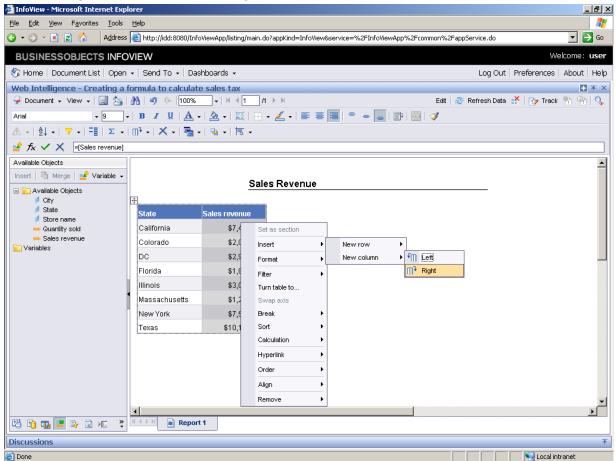
In the application you would right-click a cell in the Sales Revenue



column. In this exercise, the right mouse button has been pressed for you.

Press [Enter] to continue.

Web Intelligence Interactive Viewing



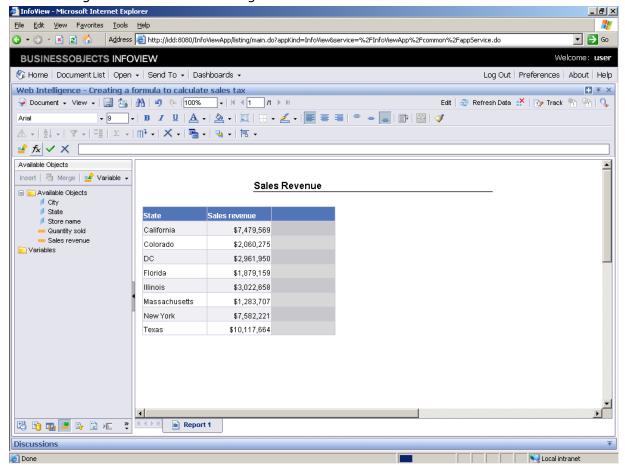
3. Click **Right**.

The column is highlighted in gray to indicate that you have selected the column.



From the context menu choose the option that allows you to insert a new column to the right of the one you have selected.

Web Intelligence Interactive Viewing



4. Click **Formula Editor ½**.

Now you are going to define a formula that will calculate the sales tax.

- Double-click Sales revenue.
- 6. Click the **Multiplication Operator** button .

Creating a formula to calculate sales tax

7. As required, complete/review the following fields:

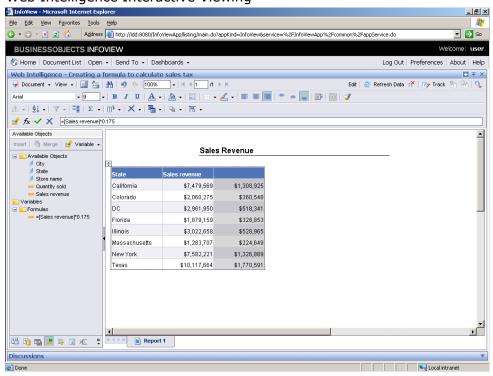
Field	R/O/0	Description
Formula:	R	
		Example:
		0.175

Enter the tax rate into the **Formula** field.

- 8. Click Validate.
- 9. Click OK.
- 10. Click OK.

Now you can confirm the formula and close the Formula Editor.

Web Intelligence Interactive Viewing



- 11. Click the **column header**.
- 12. As required, complete/review the following fields:

Field	R/O/0	Description
	R	
		Example:
		Sales tax

Enter the title for the column into the **formula** field.

- 13. Click **Validate formula**
- 14. Press [Enter] to continue.

You can see that the the right hand column now has the heading **Sales Tax**.

Note that you can see the formula for the tax under the **Formulas** tree item in the **Available Objects** pane.

Press [Enter] to continue.

15. Start the transaction using the menu path or transaction code.